



Varenes, May 12, 2006

Dear Microgrid Symposium Participant:

The Microgrid Symposium organizing committee is looking forward to another very successful event. The Symposium is a unique opportunity to encourage collaboration and on-going information exchange between experts from Europe, Japan and North America. We have included in this package more information on the symposium agenda, questionnaire, and transportation to the venue.

**The symposium program**, provides you with the detailed agenda. The symposium program was designed to provide participants with the current status of international research, development and demonstrations projects and activities. This unique forum will encourage discussion on future R&D needs and priorities. The active participation from each of the attendees is encouraged to assure a productive symposium for all.

**A Pre-Symposium Questionnaire**, is included to gather your opinion on selected issues. The questionnaire consists of two parts: Part 1 – is aimed at gathering your opinion on current areas of research and future priorities, and Part 2 – includes a series of open questions so that you can provide your views on Microgrid planning and implementation issues. The survey results will be summarized and distributed to all attendees. One of the objectives of the questionnaire is to help guide discussions on future R&D collaboration, as well as provide program managers responsible for R&D funding an overview of the results by region from the experts attending the Symposium. We would greatly appreciate if you could take the time to complete the questionnaire and send it to the conference organizers no later than **June 9<sup>th</sup>, 2006** in order to allow time for us to complete the compilation of the responses and prepare a generation of a summary prior to the symposium. The questionnaire can be filled out electronically using any of the two formats provided on the symposium website at <http://der.lbl.gov/2006microgrids.html>.

**A technical tour and transportation** is planned for the 25 participants registered on the Technical tour on the afternoon of Thursday, June 22. Please note that the tour will include the direct transportation to the hotel in Tremblant at the end of the tour. For those not participating in the technical tour, small group transportation by van is planned on Thursday afternoon and early Friday morning. Detailed schedule is provided on the confirmation form. Since there have been a significant number of requests - please ensure that you confirm your preference by sending us the confirmation form concerning your transportation requirements.

**The confirmation form** is included to provide you with a reminder for your initial plan based on the registration form we received. We need you to confirm these in order to coordinate the local transportation needs. Please complete and send by fax the attached confirmation form to (**FAX: +1 450 652 5177**).

The steering and organizing committees of the symposium look forward to seeing you in Montreal in June.

Sincerely,

Lisa Dignard-Bailey  
Chair of local organizing committee